

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>OMB01610533</u>	DATE POSTED: <u>07/27/15</u>
POSITION NO: <u>243298</u>	CLOSING DATE: <u>08/07/15</u>
POSITION TITLE: <u>Senior Contract Analyst</u>	
DEPARTMENT NAME / WORKSITE: <u>Contracts & Grants Section / Office of Management and Budget / Window Rock, AZ</u>	
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/> GRADE/STEP: <u>AB65A</u>
WORK HOURS: <u>8 am to 5 pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: <u> </u> \$ <u>44,054.40</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : <u> </u> \$ <u>21.18</u> PER HOUR
	TEMPORARY: <input type="checkbox"/> <u> </u>

DUTIES AND RESPONSIBILITIES:

Review and advise NN programs on applicable Navajo Nation, federal and State requirements related to funding contracts and grants: Funding applications, accepting awards, executing funding contract/agreement and processing contract modification; ensure budget and scope of work are performance based, and assist with contract negotiations. Coordinate and collaborate with NN programs, funding agency representatives and auditors regarding audit or monitoring reviews and/or to resolve contract issues; orientate NN programs on contract/budget development, implementation, contract status and close-outs; ensure corrective action plan(s) on audit findings are responsive. Monitor grant awards to ensure compliance to requirements, resolve performance deficiencies. Familiar with Edwards financial software Job Cost Module with the NN Financial Management Information System (FMIS) to enter and setup grant awards and modifications, budget revisions, and generate budget expenditure reports; prepare written reports and give presentations to the NN programs and oversight committees. Perform other technical duties as assigned applicable to contracts/grants.

Willing to learn in a fast pace environment, interpret rules and regulations, resolve complex issues, work under pressure and strict timelines, and work irregular hours (after business hours and weekends, if needed). This position is considered "sensitive" by Department of Personnel Management, thus a background investigation is required.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Business Administration or closely related field; and three (3) years of contract and or grant administrator experience.

Preferred Qualifications:

- Twelve (12) college credits in accounting.
- Proficient in Microsoft Office Software or other computer applications.
- FMIS Certification.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Navajo Nation Financial Management Information System (FMIS) Edwards software module: Job Cost Module, but our is willing to train. Familiar with MS applications: Word and Excel. Knowledge and application of Navajo Nation laws, policies, procedures in area of budget process, reviews and implementation, including external grants/contracts. Sharp analytical skills budget analysis, good writing skills including public speaking.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.